

## SCHOOL DISTRICT OF ALTOONA

Title: Payroll and Benefits Specialist/Financial Assistant (Confidential)

Reports to: Business Manager

### REQUIRED QUALIFICATIONS:

- High school diploma or equivalent. Two-year data processing course from a college or technical school preferred.
- Four or more years of responsible payroll or related work experience.
- Two or more years of responsible bookkeeping work experience or equivalent combination of training and experience.
- Ability to work confidentially with upper level management as well as instructional and non-instructional personnel and establish and maintain effective and public and working relationships.
- Thorough knowledge of data processing, payroll, bookkeeping and/or accounting principles and procedures.
- Considerable knowledge of Federal, State, and Departmental rules affecting payroll preparations.
- Ability to independently plan, develop and implement payroll programs and establish and maintain payroll deadlines, internal operating procedures and complex record and work flow systems.
- Ability to clearly interpret and communicate the various provisions of the payroll program.
- Ability to exercise judgment and discretion in the application and interpretation of accounts and bookkeeping transactions.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to maintain accurate and complete records, and prepare clear and detailed reports.
- Valid driver's license.

### PAYROLL:

- Maintain all computer payroll files (W -2 information, taxes, deductions, benefits, etc.).
- Calculate all payrolls, enter information into computer, verify payroll totals, print checks, direct deposit slips, and accounts payable checks for all deductions and benefits.
- Verify all retirement information and send in monthly retirement reports.
- Send in all Federal and Social Security taxes.
- Prepare quarterly reports and send information to various governmental agencies.
- Verify accuracy of all W-2 information, print W-2 s, 1099 s, and prepare year end reports to the Federal, State and Social Security Administration.
- Enter and update the Employee Management function of Skyward.

### BENEFITS:

- Enroll new employees with health insurance, dental insurance, long-term disability, life insurances and retirement.
- Maintain all retirement records for eligible employees.
- Verify and reconcile health, dental and life insurance billings and issue checks for payment of premium.
- Work with employees on all benefit issues.
- Maintain all employee absence records
- Verify employment information for credit bureaus, banks, loan applications, etc.
- Verify information for unemployment on terminated employees.
- Answer all payroll surveys regarding wages, benefits, etc.
- Prepare information for yearly workers' compensation audit.
- Process workman's compensation claims and filings.
- Process, reconcile and administrate HRA bridge payments.

**OTHER DUTIES:**

- Grant proper employee Skyward account clearance.
- Perform monthly bank reconciliations on all accounts.
- Verify receipts and perform bank deposits.
- Book E-funds activity on a monthly basis.
- Assist with pre-employment background checks as needed.
- Assist with year-end audit.
- Assist with preparation of documents for annual meeting.
- Assist Business Manager on any and all duties.
- Other tasks as may be assigned

**TERMS OF EMPLOYMENT:** Twelve-month year; salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually by the Business Manager.

**ADOPTED:** 04/06/15